

**Town of Natick  
Job Description**

<b>Position Title:</b>	Director of Community & Economic Development	<b>Grade Level:</b>	5
<b>Department</b>	Community Development	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Town Administrator		

**Statement of Duties:** The Director of Community and Economic Development is responsible for the coordination and management of all functions within the Community Development Department including general planning, building department oversight, economic development and the business of the Planning Board, Zoning Board of Appeals and Conservation Commission. The Director is responsible for programs and initiatives related to the community's economic vitality; neighborhood diversity and stability; preservation of historic attributes; and enhancement of community programs and assets that contribute to the quality of life for those who live, work and visit the Town.

**Supervision Required:** The Director works under the administrative direction of the Town Administrator, establishing and implementing short and long-range plans and objectives for the Department, and assuming direct accountability for achievement of results. The Director consults with the Town Administrator to ensure continued understanding of sometimes-changing priorities; to facilitate collaboration with other Town departments in the achievement of goals; and where clarification, interpretation, or exception to agreed-upon objectives may be required. The Director exercises independence and responsibility for the development and fulfillment of Department policies, procedures, goals, objectives, and operating budgets.

**Supervisory Responsibility:** The Director is accountable for the direction and success of a major Department of the Town. Develops program objectives and assigns work assignments to ensure successful achievement. Responsible for proper financial management of the Department's operating budget, funds from numerous grant programs associated with roadway improvement and other projects, Board and Committee bond and peer review funds and more. The Director manages the personnel functions of the Department including recommendations as to hiring and other personnel actions, as well as ensuring continued development of employee skills to enhance employee satisfaction and service to the community.

The Director provides direct supervision of eight to ten (8-10) full-time employees and two to four (2-4) part-time employees, all of whom work at the same location and the same work shift. The number of employees is relatively stable. The Director is also required to oversee the work of outside consultants working on Town projects.

**Accountability:** The Director is accountable for guiding community development that respects established neighborhoods and the Town's historic attributes; supports preservation and expansion of open space and recreational opportunities, advances sound business development and associated job creation and tax base stability, and recognizes the varied needs and challenges of Natick's diverse population. The Director is expected to regularly collaborate with local,

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State and Federal agencies, and to efficiently and effectively access technical, personnel, financial and other resources in the development and achievement of goals.

Consequences of errors, missed deadlines, or poor judgment could severely jeopardize Department and Town operations or have adverse public relations, jeopardize the success of programs, and risk substantial financial and/or legal repercussions to the Town. The Director is expected to skillfully resolve conflicts that arise and coordinate with others as necessary.

**Judgment:** This position requires extensive judgment, creativity and ingenuity to develop new or adapt existing methods and approaches to successfully accomplish objectives. The Director is recognized as an expert voice, often representing the Town of Natick, regarding weighty community planning issues and how they should best be implemented. The Director must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the Town effectively in critical and important situations that may influence the community's well-being.

**Complexity:** The Director's work requires the application of many complex concepts, theories, principles, techniques, and practices relating to the fields of Community and Economic Development. Assignments typically necessitate research and evaluation of best practices and trends for application to current challenges within the community.

**Confidentiality:** The Director has regular access to and responsibility for a wide variety of confidential information including personnel records, litigation files and bid documents.

**Work Environment:** The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements when conducting field inspections. The Director must exercise caution when conducting field inspections. Noise and physical surroundings may be distracting, but conditions are generally not unpleasant. The Director is required to work beyond normal business hours in order to attend evening meetings.

**Nature and Purpose of Contacts:** The Director has very frequent interaction with local, state, and federal government officials, community and business leaders and others as appropriate to protect and promote the municipality's overall interest.

**Occupational Risks:** Duties generally do not present occupational risks to the employee. Minor injury could occur when conducting site inspection work in the field. Examples of injury include bruises from falls, cuts or burns, or muscular strains.

### **Essential Functions:**

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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- Coordinates and manages Community Development Department functions including general planning, building department oversight, economic development and the business of the Planning Board, Zoning Board of Appeals and Conservation Commission in accordance with Town, State, and Federal requirements, and coordinates the work of Department personnel to successfully fulfill Town and Department goals and responsibilities.
- Conducts field inspections as needed for planning studies, development proposals, monitoring of project progress or to evaluate a project's compliance with approvals and regulations.
- Oversees the development and administration of a business visitation program inclusive of small business development, an up to date inventory and database of existing business and vacant commercial property.
- Responsible for the development of a strategic plan inclusive of implementing a promotional and marketing program.
- Responsible for review and evaluation of current economic development plans, as well as, development proposals for both feasibility and continued funding.
- Develop, participate and support regional, local, and state economic development initiatives and professional associations.
- Provides comments and advice to the Town Administrator and Town Boards and Committees as requested regarding a range of planning issues including but not limited to transportation issues, development proposals and associated mitigation, capital planning, affordable housing, downtown revitalization, resource protection, economic development and related issues.
- Provides information and guidance to members of the public and land owners pertaining to land use and zoning matters.
- Attends classes and educational seminars to maintain knowledge of best practices in planning laws and/or regulations related to community and economic development issues and trends.
- Prepares and administers Department's operating budget and monitors grant, peer review and other funds for which the Department is responsible.
- Responsible for identifying, applying, and administering grants in support of the Town.

### **Recommended Minimum Qualifications:**

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**Education and Experience:** The Director of Community and Economic Development must fulfill the following qualification or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Master's Degree in Urban Planning or a related field
- Seven to ten (7-10) years in municipal planning with at least three (3) years at a supervisory level or any equivalent combination of education, training, and experience to provide the required knowledge, skills, and abilities to perform the essential functions of the job.
- Valid Driver's License.

**Special Requirements:** Certification as a Town Planner by the AICP is desirable.

### **Knowledge, Abilities and Skill**

#### **Knowledge:**

- Thorough knowledge of municipal planning principles, methodologies, and functional elements as well as the competence and experience to apply such principles to develop and implement programs and practices to effectively guide and manage sound and effective community development.
- Thorough knowledge of economic development principles, methodologies, and functional elements, as well as the competence and experience to apply such principles to develop and implement programs and practices to effectively attract and retain businesses that enhance the community's commercial tax base and provide employment opportunities for Natick-area residents.
- Working knowledge of personal computer systems including Microsoft Office and Google software and the application of GIS technology in support of Department operations.
- Extensive knowledge of Town and State land use regulations and permit procedures.
- Knowledge and understanding of State enabling legislation, real estate finance, municipal laws/bylaws and budgeting techniques and practices.

#### **Abilities:**

- Ability to meet and deal effectively with colleagues, public officials and

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constituencies to accomplish the Town's planning goals and objectives.

- Ability to take the initiative required to handle problems effectively.
- Ability to communicate clearly, both orally and in writing.
- Ability to utilize technology to support and advance department objectives.
- Ability to maintain confidential information.
- Ability to maintain, manage, and organize project and financial records.
- Ability to deal with sensitive inquiries and complaints.
- The ability to conduct short and long-term planning.

### **Skill:**

- Excellent written and oral communication skills.
- Proficient data processing skills.

### **Physical and Mental Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

### **Physical Skills:**

- Little or no physical demands required to perform the essential functions of the position.
- Work requires some agility and physical strength when in the field accessing construction work sites, standing, or walking for extended periods of time.
- Occasionally, the employee is required to lift, push, carry, or pull objects such as office equipment.

### **Motor Skills:**

- Duties are largely mental rather than physical, but the job may occasionally require the employee to use basic motor skills to perform activities such as accessing construction or work sites, moving objects, operating a telephone

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system, personal computer and/or most other office equipment.

**Visual Skills:**

- Visual demands require the employee to constantly read documents and computer screens for general understanding and analytical purposes, to interpret materials such as maps or blue prints, and to view sites and properties with respect to planned development or ongoing construction.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*